

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070013-6

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE
VITAL RECORDS PROTECTION STATUS REPORT
(PART I - EMERGENCY OPERATING RECORDS)

1. PROGRAM STATUS AS OF (Month, day, year)

INSTRUCTIONS

Please submit this report in duplicate to the address shown below. This report shall be prepared for bureau level or above and shall incorporate subordinate unit program reports before being submitted to GSA. Use plain bond paper to complete any report items.

TO: General Services Administration
National Archives and Records Service
Office of Federal Records Centers
Washington, D.C. 20408

2. DEPARTMENT OR AGENCY

3. BUREAU OR SERVICE

4. REPORT COVERS

☐ a. TOTAL ORGANIZATION ☐ b. OTHER (Specify)

5. ADDRESS OF REPORTING OFFICE (Number, street, city, State and code)

6. OVER-ALL PROGRAM STATUS

O B J E C T I V E S			CHECK ONE	
			COMPLETE (1)	INCOMPLETE (2)
a. PLANS FOR PRESERVING EMERGENCY OPERATING RECORDS				
b. EMERGENCY ORGANIZATIONAL AND MANNING RECORDS (READINESS) PRELOCATED				
c. EMERGENCY SUBSTANTIVE AND PROCEDURAL RECORDS (OPERATING) PRELOCATED				
d. RECORDS NOT PRELOCATED MARKED FOR EMERGENCY MOVEMENT				
e. EQUIPMENT NEEDED FOR USE OF PRELOCATED RECORDS PROVIDED				
7. STATUS OF RECORDS OF MAJOR PARTICIPATING UNITS	COMPLETE NO.	INCOMPLETE NO.	8. PERCENT OF OVER-ALL PROGRAM COMPLETED AND MAINTAINED CURRENT PERCENT	

9. MAJOR LOCATION(S) OF PROTECTED RECORDS

(YES OR NO)

UNITS OF ORIGIN	ADDRESSES	SPACE PROTECTED	IN, OR ACCESSIBLE TO, EMERGENCY OPERATING FACILITY	RECORDS IN USABLE FORM	RECORDS COMPLETE

10. PROGRAM REVIEWED

☐ a. ANNUALLY ☐ b. SEMIANNUALLY ☐ c. OTHER (Specify)

11. GIVE REASON(S) FOR UNCOMPLETED PROGRAM ACTIONS FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.

12. LIST DEFINITIVE CORRECTIVE ACTIONS TO BE TAKEN THIS FISCAL YEAR AND INTERIM STOP-GAP MEASURES FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.

3.	<div> <div>Approved For Release 2009/11/13 : CIA-RDP75-00399R000100070013-6</div> <div> <div>ST-100</div> <div>SECRET</div> </div> </div>
LIST OF RECORDS BY GENERAL HEADINGS OR GROUPINGS	RECORDING MEDIUM (<i>Paper, microfilm, punch-cards, etc.</i>)
a.	b.